

Wisteria Park HOA

Violations Policy and Procedures Overview

Background

When each of us purchased our Wisteria Park home we agreed to abide by the Wisteria Park ‘Governing Documents’. A key objective of these documents is to provide a legal foundation to maintain the high quality and value of our community.

Wisteria Park ‘Governing Documents’ Include:

- Homeowners’ Association Act - Chapter 720 - Florida Statutes
- Declaration of Covenants, Conditions and Restrictions for Wisteria Park
- Resolution of the Board of Directors of Wisteria Park Homeowners Association, Inc.
Fine and Covenant Enforcement Policy and Procedures
- Rules and Regulations for Wisteria Park Homeowners Association, Inc.
- Wisteria Park Residential Community Design Guidelines

These documents and the ‘Violation Notice’ form are available on our web site: <http://www.wisteriaparkhoa.com>

- <http://www.wisteriaparkhoa.com/homeowners-association/hoa-documents/>
- <http://www.wisteriaparkhoa.com/homeowners-association/hoa-forms/>

Your HOA Board has the responsibility to enforce the ‘Governing Documents’.

Most often, a homeowner is not aware they are in violation of a specific provision in the ‘Governing Documents’. If you receive a violation notification, it is the primary intention of your HOA Board to advise you of the violation details and to provide you adequate time to resolve the violation. Common violation examples include “trash left at curb outside accepted hours” or “broken pole lamp”.

Policy and Procedures Overview

The following table is a high level description of Wisteria Park HOA Violation Procedures and may change. The details are defined in the ‘Governing Documents’.

Violation Discovery	<ul style="list-style-type: none"> • Any homeowner can submit a Violation Notice form that includes the violation description and the specific Governing Documents provision(s) to the property manager. The property manager may also create a Violation Notice. • The property manager forwards the Violation Notice to the HOA Board.
Violation Verification	The HOA Board President or designated board member(s) verifies the violation.
Violation Determination	<p>The HOA Board member(s) who verifies the violation determines the next step that may include:</p> <ul style="list-style-type: none"> • A ‘First Violation Notice’ letter sent by the property manager to the homeowner with typically 30 days to comply • No action
Violation Resolved	<ul style="list-style-type: none"> • Homeowner resolves the violation and advises the property manager. • Property manager notes resolution date on the Violation Notice form and files it in HOA archives.
No Response - First Violation Notice	<ul style="list-style-type: none"> • A ‘Second Violation Notice’ letter is sent by the property manager to the homeowner with typically 14 days to comply.
No Response - Second Violation Notice	<ul style="list-style-type: none"> • The HOA Board determines a fine amount if the homeowner fails to resolve the violation. • A Violations Hearing Panel hearing is set with at least 14 days notice.
Violations Hearing Panel	<ul style="list-style-type: none"> • The homeowner can describe to the Violations Hearing Panel why they are not in violation of the Governing Documents. • The Violations Hearing Panel: <ul style="list-style-type: none"> • Confirms the fine. • Rejects the fine.
Violations Hearing Panel Confirms the Fine	<ul style="list-style-type: none"> • A ‘fine imposed’ letter is sent to the homeowner.

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WISTERIA PARK HOMEOWNERS ASSOCIATION, INC.

VIOLATION NOTICE FORM

SUBMITTER'S NAME

ADDRESS

TELEPHONE

SIGNATURE AND DATE

**DESCRIPTION INCLUDING ADDRESS OF WHERE VIOLATION OCCURRED/IS OCCURING
AND REFERENCE TO DECLARATION OR RULE BEING VIOLATED**

VIOLATION ADDRESS

DESCRIPTION OF VIOLATION

DECLARATION/RULE BEING VIOLATED

PHOTO OR OTHER DOCUMENTATION INCLUDED

YES

NO

ACTION

✓

DATE

COMMENT

VIOLATION CONFIRMED

VIOLATION DISMISSED

VIOLATION RESOLVED

FURTHER
ACTION

RETURN TO: Nicole Banks
Sunstate Association Management Group Inc.
PO Box 18809
Sarasota FL 34276
941-870-4920 X 204 nicole@sunstatemanagement.com